



Santiam Travel Station

DISTRICT GOALS: Improve Student Achievement, K-3 Literacy, On-Time Graduation

MEETING AGENDA

1. WELCOME

- A. Call to Order
- B. Flag Salute

2. PUBLIC COMMENTS¹

This is a time for citizens to address the Board. The Chair will recognize speaker(s) at the designated time. All speakers shall identify themselves and state their name before speaking. Speakers are asked to provide their name, address and telephone number on the Speaker's Sign-in Sheet. Each speaker may address the Board for three minutes.

3. FOCUS AREAS: SAFETY AND BELONGING, pg. 3

Action: Informational

4. ALTERNATIVE EDUCATION / BEHAVIOR, pg. 12

Action: Informational

5. DIVISION 22, pg. 28

Action: Informational

6. CONSENT AGENDA

Action: Approval Requested

- A. September 7, 2023 Board Meeting Minutes, pg. 48
- B. Policy Updates – First and Second Readings, pg. 53 and 82

CODE	TITLE
FIRST READING	OPTIONAL
BD/BDA	Board Meetings
BDC	Executive Sessions
	HIGHLY RECOMMENDED
GCBDA/GDBDA	Family Medical Leave * Version 1
LBE	Public Charter Schools**
	CONDITIONALLY REQUIRED
LBEA	Resident Student Denial for Virtual Public Charter School Attendance**
	DISTRICT RECOMMENDATION / INFORMATIONAL
DJ-AR	Expenditure of District Funds for Meals, Refreshments and Gifts
DLBA	Advance Salary Payments
JECB-AR(1)	Admission of Nonresident Students
SECOND READING	
BBB	Board Elections

C. Hiring:

NAME	POSITION	FTE	START DATE	END DATE
NEW HIRES 2023-24				
Alicia Deal	Counselor – Riverview School	1.0	9/8/2023	
Myla Jordan	School Nurse – Districtwide	1.0	10/16/2023	
TEMPORARY				
Lindsey Smith	Kindergarten Teacher – Lacombe School	1.0	10/5/2023	1/5/2024

7. DEPARTMENT REPORTS

Action: Informational

- A. Operations
- B. Human Resources
- C. Finance, pg. 85

8. COMMUNICATION

Action: Informational

- A. Board
- B. Superintendent
 - 1. Jen's Zens

9. PUBLIC COMMENTS¹

10. ADJOURNMENT

Upcoming meeting dates:

November 9, 2023 Board Meeting at 6:00 PM

December 7, 2023 Board Meeting at 6:00 PM

¹ The Lebanon Community School District Board of Directors welcomes you to our regular meeting. It is the Board's goal to hold an effective and efficient meeting to conduct the business of the District. In keeping with this goal, the Board provides a place for Public Comments on each of its regular agendas. This is a time when you can provide statements or ask questions. The Board allows three minutes for each speaker. The language below discusses the Public Meetings Law and public participation in such meetings.

"The Public Meetings Law is a public attendance law, not a public participation law. Under the Public Meetings Law, governing body meetings are open to the public except as otherwise provided by law. ORS 192.630 The right of public attendance guaranteed by the Public Meetings Law does not include the right to participate by public testimony or comment.

"Other statutes, rules, charters, ordinances, and bylaws outside the Public Meetings Law may require governing bodies to hear public testimony or comment on certain matters. But in the absence of such a requirement, a governing body may conduct a meeting without any public participation. Governing bodies voluntarily may allow limited public participation at their meetings."

Oregon Attorney General's Administrative Law Manual and Uniform and Model Rules of Procedure under the Administrative Procedures Act. Hardy Myers, Attorney General, March 27, 2000

Agenda Item 3

Focus Areas: Safety and
Belonging

LCSD FOCUS AREAS



Reminder: These areas are not new; systems are in place and under constant evaluation. We are now highlighting them to:

- **Frame conversations** intentionally
- **Increase awareness, understanding, and appreciation** of our systems and how they are *all* necessary to student success
- **Be more explicit and transparent** for all stakeholders

SAFETY AND BELONGING

1. Let's define our terms.

- ❑ **Safety:** protected physically and psychologically (mentally and emotionally)
- ❑ **Belonging:** students and staff accepted for their authentic selves

SAFETY AND BELONGING

2. Let's take account of what we have in place.

School and district leaders compiled a list of all their efforts—the systemic ones that require funding, all the way down to tiny, intentional practices that we know make an impact.

SAFETY AND BELONGING

3. Let's share our many current practices and procedures.

- ❑ Create a comprehensive Safety and Belonging webpage
- ❑ Increase safety-related messaging *outside* of crises to inform/educate stakeholders
- ❑ Increase visuals throughout secondary schools so students know where/how to report incidents or seek help

SAFETY AND BELONGING

4. Let's determine a manageable number of time-sensitive improvements.

This is not an exhaustive list of what we are currently working on; rather, it identifies a couple focused, *measurable* efforts.

Focus Area	Improve	Strategies	Baseline Data
Safety and Belonging	Campus infrastructure for emergency communication	<ul style="list-style-type: none"> Determine trouble spots throughout schools → Research modern, affordable options (<i>done</i>) Apply for federal grant (<i>done—decision expected mid-October</i>) 	<ul style="list-style-type: none"> A third of staff responded; over 55% of those say they struggle to hear announcements over PA system
	Addressing disruptive student behavior	<ul style="list-style-type: none"> Increase access to Mental Health resources (<i>in progress</i>) Increase access to preschool (<i>in progress</i>) Expand staff training (e.g., Safety Care) 	<ul style="list-style-type: none"> TBD

SAFETY AND BELONGING

5. Let's strategically gather feedback to make targeted improvements. Our plans include:

- ❑ Greater input from stakeholders
 - ❑ Staff (e.g., superintendent work group)
 - ❑ Community (e.g., Facilities Advisory Committee)
 - ❑ Students and families (e.g., focus groups as opposed to surveys)

[Safety and Belonging Webpage]

Agenda Item 4

Alternative Education /
Behavior

LCSD Alternative Education

2023-2024

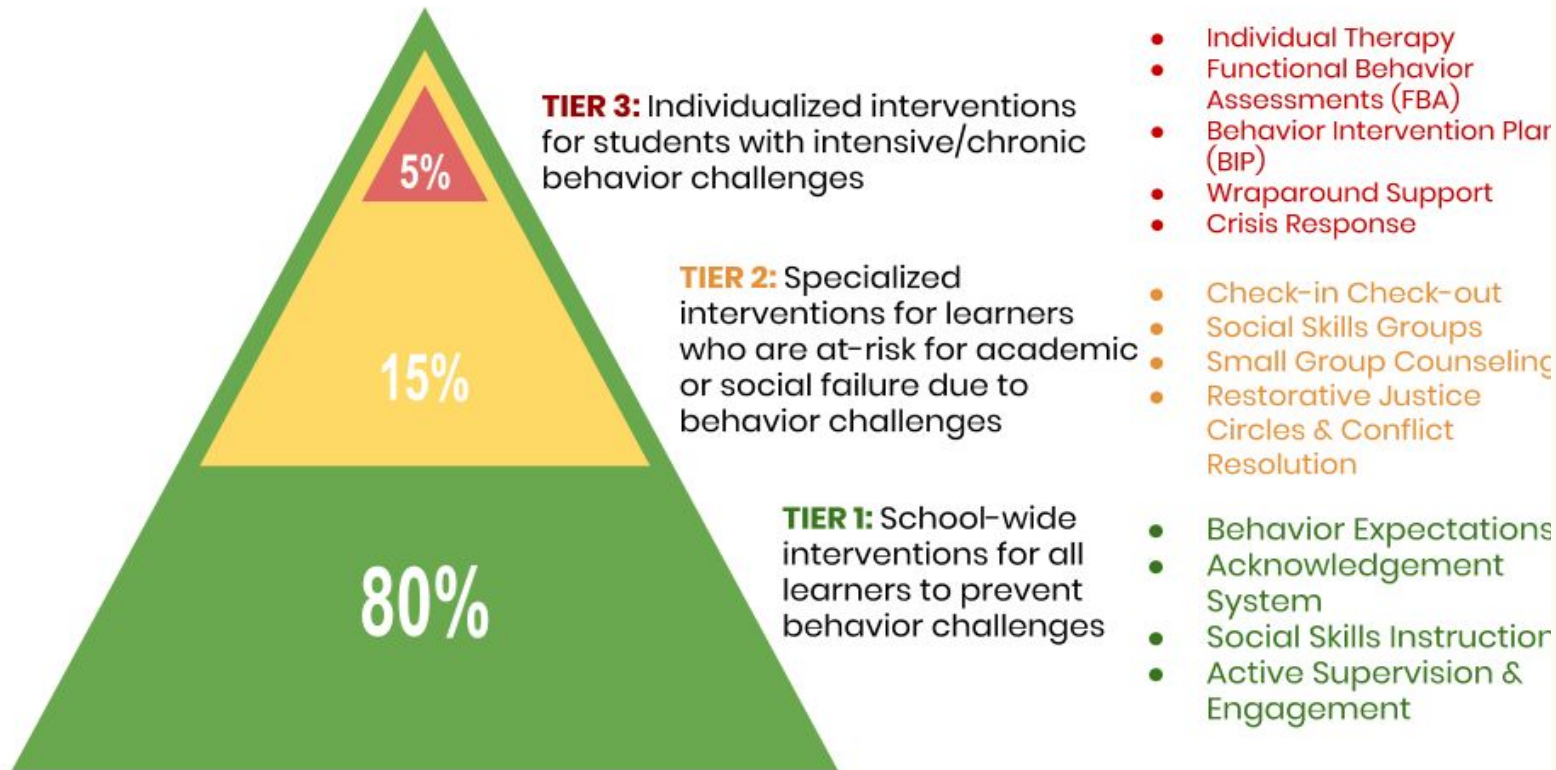


“People will forget what you said, people will forget what you did, but people will never forget how you made them feel.”

- The MTSS Process
- Tier 4: Alternative Ed
- The Journey to Success
- Questions

The MTSS Process

Multi-Tiered Systems of Support



Tier 4: Alternative Ed

LCSD Emotional Growth Centers

Our Mission/Vision:

We strive to equip students who are struggling from trauma and emotional behavior regulation with the foundational social, emotional, and behavioral skills necessary to be successful in school and life beyond.

Requirements for Admission:

- Available Space
- District MTSS Team Involvement
- Relevant Welcome Center Involvement
- IEP/504
- FBA and Behavior Support Plan (with 30+ day implementation)
- If current LCSD student, 5-Point Plan (with 2+ weeks of accurate data tracking at 15 minute intervals)
 - Level 4-5 Behavior >10%



LCSD Emotional Growth Centers



Teen Center

Our Mission:

Our students join us for many different reasons. It is important to remember: this is not an end or a punishment, but rather a place for reflection and a fresh start. We strive to foster an inclusive environment that allows students the opportunity to stay on track with school under varying circumstances.



Teen Center



Ralston Academy

Our Mission:

At Ralston Academy we are a family where students come first. We cultivate respect, responsibility, and resilience in students so that they can find and develop their best pathway forward.

Our Core Values:

- Respect
- Responsibility
- Resilience



Ralston Academy

- Enrollment: Approximately 60 students who are in 11th or 12th grade. Application, waitlist and interview process.
- Program Structure: 3 “mini-terms” each semester. Each mini-term is approximately 6 weeks. There is a 8 period schedule. Each passed class will award 0.25 credits at the end of each 6 week mini-term.
- Schedule: Monday- Friday. Every student has a full schedule of classes with around 10-15 kids per class.
- Credit Recovery: We utilize a program called Edgenuity. A lot of Work-Based Learning.
- Diploma Options: Students will be awarded a diploma from Lebanon High School: either Modified or Standard track.
- Curriculum: Students will be given direct instruction/online learning using state standards by a certified teacher.
- Location: The program is located in the district office.
- Staff: There is one administrator, one office manager, 4 general education teachers (language arts, math, science, and social studies), and two behavioral support specialists.





The Journey to Success

The Journey to Success

- Pencil in Arms to Pencils on Paper
- Pockets and Nosebleeds
- Ambulances at the Teen Center
- “Camping” at Gill’s Landing
- Surveillance Devices in Molars
- A Rainy Graduation Day



Questions?

Agenda Item 5

Division 22



Division 22 Standards Assurances for the 2022-23 School Year

October 12, 2023

Jennifer Meckley

Overview

What are the Division 22 Standards?



- All Oregon administrative rules (OARs) set out in Chapter 581, Division 22, Standards for Public Elementary and Secondary Schools.

Example: 581 - 022 - 0102 Definitions
Ch. Div. Rule Title

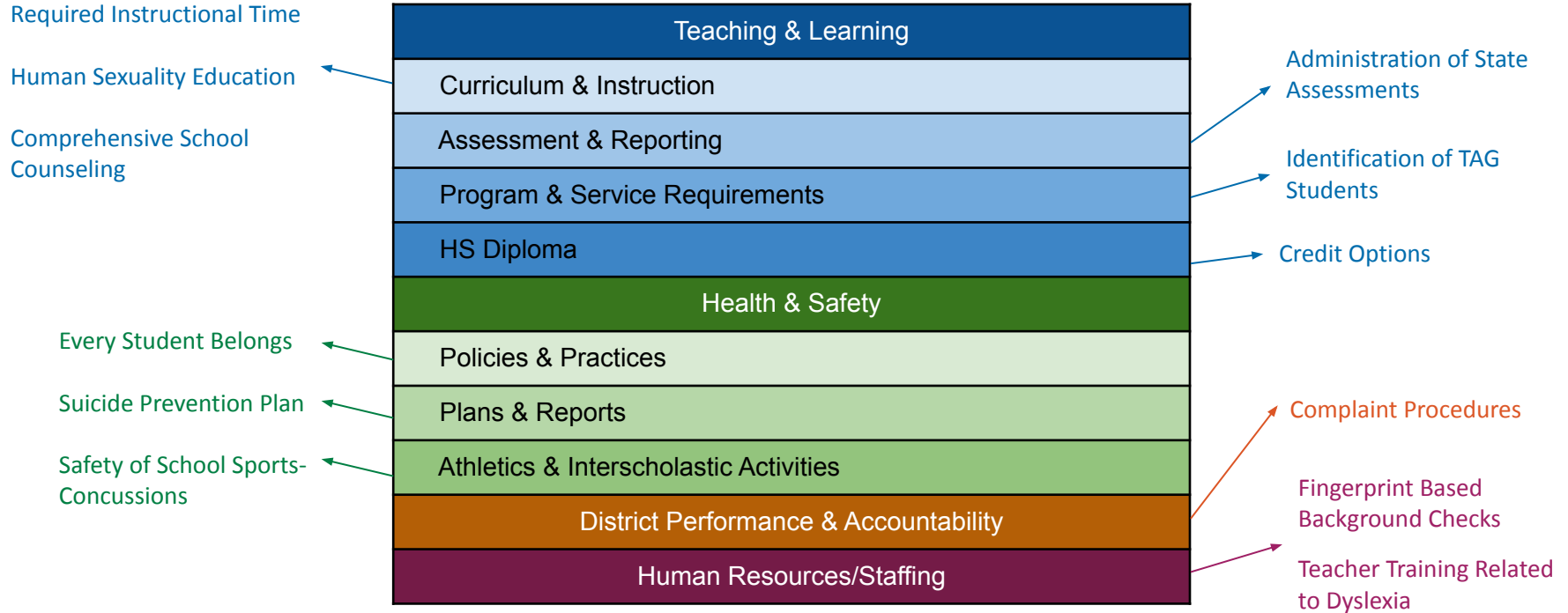
- The standards that the Oregon legislature or the State Board has determined must be met in order to be a standard school district.
- Compliance with these rules ensures a baseline level of service across the state.

Division 22 Rule Categories

**Division 22
standards
include over
50 rules.**

Teaching & Learning
Curriculum & Instruction
Assessment & Reporting
Program & Service Requirements
HS Diploma
Health & Safety
Policies & Practices
Plans & Reports
Athletics & Interscholastic Activities
District Performance & Accountability
Human Resources/Staffing

Snapshot: Division 22 Rules



What are the requirements for each of the rules?

Consult the following resources for information:

<u>ODE's Rules at a Glance Summary</u>	Provides a high level summary of each rule
<u>Secretary of State's Oregon Administrative Rules Database</u>	Consult the text of the OAR for all of the specific details
<u>ODE's Division 22 Standards Newsletter</u>	Biannual publication that highlights new/revised rules, clarifies existing rules; provides insights on how the standards intersect with current issues and trends in K-12 education, as well as resources and promising practices

What are the Division 22 Standards Assurances?

Combined Accountability Model

Districts report annually on compliance with each of the standards, and include an explanation and corrective action plan for any rule with which the district is out of compliance.

Local Accountability

Districts must:

- report to their local school board by Nov 1
- make a report available on the district website by Nov 1



State Accountability

- Districts must submit assurances to ODE by Nov 15
- ODE reviews all submissions and follows up with districts that have self-reported as being out of compliance



Division 22 Standards & Assurances of Compliance

“Our Why”

- Signals our commitment to providing a high quality educational experience and equitable opportunities for all students.
- Division 22 standards articulate the floor of the education to be provided to students, not the ceiling.
- Assurances process offers an opportunity for districts not in compliance to reflect on areas in need of attention and receive technical assistance.



What happens if the district is out of compliance?



- ODE reviews the district's proposed corrective action plan and either approves or rejects it
- If the plan is not approved as submitted, ODE contacts the district and provides technical assistance and support
- Once the district has an approved plan in place, ODE specialists may continue to provide support, as needed
- The corrective action must be complete by the beginning of the next school year
- If a district fails to come back into compliance after an opportunity for corrective action, ODE may withhold a portion of the district's State School Fund monies

Report for the 2022-23 School Year

Division 22 Standard Waivers for 2022-23

- [581-022-2115\(3\) Assessment of Essential Skills:](#)
 - **Essential Skills Graduation Requirements** are waived for students graduating in the 2022-2023 and 2023-2024 school years.
 - Note: Local Performance Assessment requirement in Section (2) remains in effect.
- [OAR 581-022-2265](#) Report on PE Data
 - **PE Data collections** were suspended last year. Districts will be required to submit data for the upcoming 2023-24 SY.



Rules That Were New in 2022-23

581-022-2308 Agreements Entered Into with Voluntary Organizations

Requires adoption of a policy governing participation in a voluntary organization that administers interscholastic activities. Voluntary organization must adopt and implement policies prohibiting discrimination, maintain a complaint process with sanctions, and administer an annual survey.

581-022-0107 Operational Plans for the 2022-23 School Year (not a new requirement)

School districts and public charter schools must periodically submit to the Department a plan for operation during the 2022-23 school year. The plan must be submitted on a form and on a timeline to be determined by the Department.

District Report on Compliance with Division 22 Standards

Our district was in compliance with all Division 22 standards in the 2022-2023 school year with the exception of:

581-022-2263: Physical Education Requirements - Elementary Grades.

Corrective Action Implemented

We met with the ODE Physical Education Specialist and the Division 22 Specialist in spring of 2023. Our corrective action plan was approved.

Our plan is providing classroom teachers with activities and lessons to implement in order to supplement the required physical education minutes. Elementary students currently receive 90 to 120 minutes of physical education each week from a specialist.

Looking Ahead: Compliance for the 2023-24 SY

New/Revised Rules & Requirements



OAR 581-022-2263 Physical Education Requirements

[HB 3199](#), which reduces the total number of physical education instructional minutes required in grades 6-8, was passed just before the close of the 2023 legislative session. The bill revises ORS 329.496 to include two significant changes:

1. The weekly time requirement was reduced from 225 minutes every week of the year.
2. The new weekly minimum of 150 minutes is calculated as an average over the duration of the school year.

This provision went into effect on July 1, 2023

New/Revised Rules & Requirements

OAR 581-022-2220 Health Services

Last revised in 1996, much of the rule's language has been updated to reflect learning from the last three years of school operations and to bring the rule into alignment with current statutes and rules.

The revised rule will be in effect for the 2023-2024 academic year. Districts will first report on their compliance with the revised rule as part of Division 22 Standards annual assurances in November of 2024.



Potential Rule Changes



Oregon Department of Education

The following changes are being considered by the State Board of Education and may be adopted at the October meeting:

- **Assessment of Essential Skills graduation requirement:** proposed extension of the suspension of this requirement through the 2027-28 school year
- **Menstrual Dignity for Students:** links requirements of the Menstrual Dignity for Students rules (OAR 581-021-0587 through OAR 581-021-0596) to Division 22

Looking Ahead: Compliance for the 2023-24 SY

Include this slide to update the Board on any recent changes in policy or practice that may take the district out of compliance with any of the Division 22 Standards during the current school year (2023-24).



Agenda Item 6

Consent Agenda

A. September 7, 2023 Board Meeting
Minutes



**LEBANON COMMUNITY SCHOOL DISTRICT
SCHOOL BOARD MEETING
SEPTEMBER 7, 2023, 6:00 PM**

Santiam Travel Station

750 S. Third Street, Lebanon, OR 97355

MEETING MINUTES

<u>BOARD MEMBERS PRESENT:</u>	<u>EXECUTIVE STAFF PRESENT:</u>
Tom Oliver, Chair, Via Zoom	Jennifer Meckley, Superintendent
Clyde Rood, Member	William Lewis, Chief Operations Officer
Melissa Baurer, Member	Kim Grousbeck, HR Director
Mike Martin, Member	Steven Prososki, Business Director
Nichole Piland, Member	

The meeting minutes were recorded by Executive Secretary Jessica Woody.

1. WELCOME AND CALL TO ORDER

Board Chair Tom Oliver called the meeting to order at 6:02 PM and led the flag salute.

2. PUBLIC COMMENTS

Bonita Randklev, 19-year teacher and 15-year LEA President, speaks to the board sharing concerns and commitments from the district's educators. Bonita shares that as educators, there is an overall concern that students will not have access to what they need to be successful, while addressing student behaviors, reasonable class sizes, and meeting the overall needs of the students. She also addresses concerns of having enough educators that are committed to the profession with plans to stay for the long term, in hopes to earn a livable salary and to stay because it is a really great place to work. She explains that these concerns are not unique to Lebanon, but to the profession as a whole. Bonita explains that the staff want to commit to the school board and community, that they are in this for student improvement, and she sees this across the board in all employee classifications. Bonita thanks all of the staff for their support to the students.

Amber Vore, a parent in the community, speaks to the board regarding her child and her request to allow early entrance into kindergarten. Amber provides additional information regarding her son's cognitive abilities, and his health diagnosis and how these relate back to the request for early entrance. Amber advocates for her son Miles, and requests an exception to the board policy.

Daniel Vore, a parent in the community and a teacher at Seven Oak Middle School, speaks to the board as well, also advocating for his son Miles to gain early entrance into kindergarten with an exception to school board policy. Daniel notes that the applicable policy has not been reviewed for a few years and feels that it is denying students of opportunities that they need. Daniel feels that it is a huge importance to provide his son access to school staff who are trained in managing his medical needs as well. Daniel asks for the policy to be reviewed and an exception to be made for his son.

3. ACADEMIC DATA

Bill Wittman, Curriculum Director, speaks to the board regarding STAR and SBAC data for the 2022-23 school year. He refers to the SBAC data in the packet, which compares two years of data, as well as district to state data. Bill notes that the district appears to be very close to the state averages in most areas. He also refers to the STAR data which shows percentile rankings and average percentile rank per school, of growth.

Tom, board chair, inquires about Seven Oak Middle School, and the low/negative growth. Bill notes that Hamilton Creek and Lcomb schools are both more aligned with Seven Oak's numbers for grades 6-8. Bill also notes a few reasons that could account for the low/negative growth, those being, a new curriculum adoption or assessment fatigue. The board would like to see data to know whether this is a testing problem or an actual growth problem, as concerns are brought forward about the testing fatigue or concern that the testing is not taken seriously. Bill assures the board members that the district is researching into this further. Jennifer agrees as well and also assures the board that the district understands that this could be a concern, and has since been holding meetings to address and make adjustments as needed per student needs.

Melissa asks whether the district's goal is to be at state average, and Bill states that the district has goals that are higher than state average, the state average was just noted for reference.

4. RE-ADOPT RESOLUTION 2324-1 REPRESENTATIONS AND AUTHORIZATIONS

William explains to the board that the district has updated Resolution 2324-1, to include the new Business Director, Steven, where applicable. There were no questions from the board. Nichole motioned and Mike seconded the motion. All approved with a unanimous vote, Resolution 2324-1 is approved for re-adoption.

5. PROJECTED ENROLLMENT NUMBERS

Jennifer shares the enrollment totals with the board members, showing a total of 3,765 students enrolled as of today's date, down only 4 total students from last year. She explains that this data is used to track class size and load, and for use in balancing classes as well. She also explains that death rate is far exceeding birth rate which forecasts for continued decline in enrollment numbers over the years, which the district has already seen taking place.

William explains how this decline in enrollment can also affect the school budget, and may propose challenges in many areas.

Tom notes that as enrollment declines, student needs are increasing.

6. CONSENT AGENDA

Nicole motions to approve and Clyde seconds the motion. All in favor with a unanimous vote, the consent agenda made up of the August 10, 2023 Board Meeting Minutes and 2023-24 new hires Robyn Bailey, Jack Dannen, Amanda Gaskey, Caila Woldeit, temporary new hire Aryn Williams, and non-licensed contract Sandi Cox is approved in its entirety.

7. DEPARTMENT REPORTS

A. Operations

William speaks to the board regarding the Ad Hoc Committee / Advisory Committee, asking for a decision from the board on how to proceed. William asks for a board recommendation to start the committee. It is explained that an Ad Hoc Committee is going to make more sense for the district. Discussion takes place about the terms of the committee, Tom states that the recommendations are fair and agreeable. It is noted that the district will come back to the board with the nominated members of the committee. Mike motions to approve, and Clyde seconds the motion. All in favor, it is a unanimous vote to move forward with the Ad Hoc Committee.

B. Human Resources

Nothing to report.

C. Finance

Steven Proski speaks to the board introducing himself as the new Business Director, and communicates about the 2021-22 audit report, as well as the 2022-23 pre-audit work. He also notes that September financials have been shared and the 2022-23 rollovers have not happened yet.

8. COMMUNICATION

A. Board

Melissa shares information regarding her time spent at the OSBA Summer Conference, that she and Clyde attended. She notes a few key takeaways being, do we know our students, do we know our community, and is the board communicating to the community. She feels that the conference was extremely valuable as a new board member, and believes it would be valuable for a seasoned board member as well. Melissa plans to attend the November conference, and hopes to see other members join in next year too.

Melissa also shares that her and Clyde visited the high school facilities for a tour of the high school and the land lab, and she explains that she was really impressed with their programs and she gives kudos to their staff and administration.

Tom notes that it is nice to focus on all of the great things that are going on.

B. Superintendent

Jennifer provides her Jen's Zens first acknowledging the facilities department for all of the work that they continuously do over the summer, waxing floors, moving supplies and furniture, various interior and exterior work to beautify the buildings, as well as remodeling – the brick house for example to meet special needs, as well as constructing a new play area for Cascades preschool.

Jennifer also highlights the staff who have led the student information switch to Synergy. Four dedicated staff members, Alisha Port, Renee Allen, Lisa Borden, and Peter Klingler, underwent a huge learning curve in the switch, all while providing various levels of training and supports to staff.

Lastly Jennifer highlights the Kinder Health Screening. This event took place following the incoming kindergartener's academic assessment, and consisted of dental, hearing and speech, vision, head-lice screening, and more- including a conversation with the Welcome Center team about basic resources. Each screening station identified needs and were able to refer families for additional services. This event ensured that each of the incoming kindergarten students in the district have a chance for a healthy start in school with all basic needs being met. Jennifer thanks and names each individual staff member who helped at this event.

9. PUBLIC COMMENTS

No public comments were made.

10. ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 7:12 PM.

Tom Oliver, Board Chair

Jennifer Meckley, Superintendent

Agenda Item 6

Consent Agenda

B. Policy Updates – First Reading

October 2023 POLICY UPDATES – REVIEW AND RECOMMENDATIONS

Code	Title	OSBA Recommendation	DO Staff Lead(s)	Changes/DO Staff Comments	Recommended Adoption? (Yes/No)
BD/BDA	Board Meetings	Optional	Jen	Updates to language to comply with HB 2805.	Yes
BDC	Executive Sessions	Optional	Jen	Updates to language to comply with HB 2806	Yes
GCBDA/GDBDA	Family Medical Leave *	Highly Recommended	Kim G.	Updated language regarding FMLA, OFLA, OMFLA, and PFMLI.	Yes
LBE	Public Charter Schools**	Highly Recommended	Jen	Updated language to comply with SB767.	Yes
LBEA	Resident Student Denial for Virtual Public Charter School Attendance**	Conditionally Required	Jen	Updated language to comply with HB3204.	Yes
BBB	Board Elections	N/A	Jen	Precinct number updates from Linn County	Yes
DJ-AR	Expenditure of District Funds for Meals, Refreshments and Gifts	N/A	Steven	Updated language regarding funds for staff social fund accounts and updated language regarding gift requirements	Yes
DLBA	Advance Salary Payments	N/A	Steven	Updated language in reference to advance salary payments for staff	Yes
JECB-AR(1)	Admission of Nonresident Students	N/A	Jen	Updated language regarding process for nonresident student admission	Yes



CONTENTS

Annual Convention

November
9, 10, 11, 2023
Portland Marriott
Downtown Waterfront
Hotel
Portland, OR

Changes In Law During The 2023 Legislative Session

BD/BDA – Board Meetings, Optional

BDC – Executive Sessions, Optional

Board Stipends and Expense Reimbursements

EFA – Local Wellness, Required

GCBDA/GDBDA – Family Medical Leave *, Highly Recommended, *Version 1 or 2*

GCBDA/GDBDA-AR(1) – Family Medical Leave *, Highly Recommended, *Version 1 or 2*

GCBDF/GDBDF – Paid Family Medical Leave Insurance *, Highly Recommended, *Version 1 (Version 2 has no changes and is not included in this update)*

GCBDF/GDBDF-AR – Paid Family Medical Leave Insurance (PMFLI), Highly Recommended

GCPC/GDPC – Retirement of Staff *, Optional

Health Services Plan

LBE – Public Charter Schools**, Highly Recommended

LBEA – Resident Student Denial for Virtual Public Charter School Attendance**, Conditionally Required

Policy Update is a
subscription publication
of the Oregon School
Boards Association

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Colleen Allen

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Assistant

Jean Chiappisi

Policy Services Assistant

CHANGES IN LAW DURING THE 2023 LEGISLATIVE SESSION

Many other bills were passed that impact policy. Some of these bills are already in effect. Policies will be updated in future releases from OSBA. These include:

- JGA – Corporal Punishment, JGAB-AR – Use of Restraint or Seclusion (SB 577 (2023));
- GCDA/GDDA – Criminal Records Checks and Fingerprinting (updates to OAR 581-021-0511);
- IGBHE – Expanded Options Programs (HB 2275 (2023));
- GBN/JBA – Sexual Harassment (HB 2280 (2023));
- Abbreviated day (SB 819 (2023) and others);
- Procurement
- Graduation requirements
- Abuse reporting hotline

If you have questions
regarding this publication
or OSBA, please call
our offices:
503-588-2800 or 800-578-6722

This publication is designed to provide accurate and authoritative information regarding the subject matter covered. It is furnished with the understanding that policies should be reviewed by the district's legal counsel.

PUBLIC MEETINGS LAW

Summary

[House Bill 2805](#) (2023) and [House Bill 2806](#) (2023) added new provisions to Public Meetings Law and executive sessions, expanded Oregon Government Ethics Commission (OGE) oversight of public meetings law, and added provisions requiring a board member to receive mandatory public meetings training.

As a result of HB 2805, a person who believes the district has violated identified provisions of public meetings law may be able to file a grievance with the district in accordance with law. The new public meetings law provisions to file a grievance become effective in September 2023.

The new public meetings law provisions for executive sessions (HB 2806), which now include considering matters relating to the safety of the board, district staff and volunteers and the security of district facilities and meeting spaces, as well as considering matters relating to cyber security infrastructure and responses to cyber security threats, are effective now.

The new board member training requirement takes effect January 1, 2024.

Collective Bargaining Impact

None

Local District Responsibility

Review the recommended changes for policies BD/BDA – Board Meetings, and BDC – Executive Sessions, propose to the board for readoption.

Policy(ies) and ARs Impacted by these Revisions

BD/BDA – Board Meetings, Optional

BDC – Executive Sessions, Optional

BOARD STIPENDS AND EXPENSE REIMBURSEMENTS

Summary

Previously, Oregon Revised Statute (ORS) 332.018 prohibited board members from receiving any compensation from the district. During the 2023 Legislative session, [House Bill \(HB\) 2753](#) passed and became effective July 18, 2023. This law removes the prohibition on compensation and allows school district boards to provide each “voting member of the board with a stipend in an amount determined by the board, not to exceed \$500 per month.”

The Oregon Government Ethics Commission recently indicated that they will be issuing guidance regarding board action with regard to stipends. As soon as this guidance is released, OSBA will release additional information, including updates to existing policy, as necessary.

No new or updated OSBA sample policies or administrative regulations released in this update.

PHYSICAL EDUCATION REQUIREMENTS

Summary

[House Bill 3199](#) (2023) revised physical education requirements for upper elementary grades from 225 minutes down to “an average of 150 minutes during each school week, as calculated over the duration of the school year.” As was with previous law, grade 6 students must meet standards in the school where they are taught, i.e., if taught in same school as grade 5 and below, each student must “participate in physical education for the entire school year for at least 150 minutes during each school week.

Collective Bargaining Impact

None

Local District Responsibility

Review the district’s current policy EFA – Local Wellness, and if the PE requirements are included as goals under the Physical Activity and Education section, revise it to include the new requirements. If the district has not yet updated policy EFA – Local Wellness, consider doing it now. An updated version of EFA would not require EFA-AR, so review the board’s manual and rescind EFA-AR if the board updates policy EFA; there is no longer an OSBA model for EFA-AR.

Policy(ies) and ARs Impacted by these Revisions

EFA – Local Wellness, Required

EMPLOYEE LEAVE

Summary

During the 2023 Legislative Session, multiple bills were passed amending Paid Family Medical Leave Insurance (PFMLI) and the Oregon Family Leave Act (OFLA). Additionally, administrative rules have been implemented. The changes to these policies reflect those amendments. These leave laws apply differently to districts based on the number of employees that a district has. Version 1 of GCBDA/GDBDA - Family Medical Leave * and its Administrative Regulation (AR) are for districts with 50 or more employees (the district is subject to OFLA and employees may be eligible for FMLA). Version 2 of GCBDA/GDBDA - Family Medical Leave * and its AR are for districts with between 25 and 50 employees (the district is subject to OFLA, but employees will generally not be eligible for FMLA). If the district has fewer than 25 employees, OSBA does not recommend using either of the versions of GCBDA/GDBDA and its AR unless the district wants to make these benefits available to its employees. Changes to additional GCBDA/GDBDA’s-A R’s will be made in future updates.

GCBDF/GDBDF- Paid Family Medical Leave Insurance * is not based on employee size. Version 1 of GCBDF/GDBDF Paid Family Medical Leave Insurance * and the AR are designed for districts using Paid Leave Oregon (through the Oregon Department of Employment). Version 2 of GCBDF/GDBDF- Paid Family Medical Leave Insurance * is for districts using an equivalent plan (there is no accompanying AR). Version 2 of GCBDF/GDBDF had no changes and therefore is not included in this update.

Collective Bargaining Impact

Districts may need to bargain aspects of these policies.

Local District Responsibility

The board should delete current GCBDA/GDBDA – Family Medical Leave * and GCBDA/GDBDA-AR(1) -Family Leave* and replace them with one of the new versions.

If the district is using Paid Leave Oregon (Employment Department) to administer PMFLI, the board should update version 1 of GCBDF/GDBDF – Paid Family Medical Leave Insurance * and GCBDF/GDBDF-AR – Paid Family Leave Insurance (PMFLI). If the district is using an equivalent plan for PFMLI, the board should keep version 2 of GCBDF/GDBDF – Paid Family Medical Leave Insurance * (no changes and not included in this update). If a district is using an equivalent plan, OSBA recommends that they work with the equivalent plan provider to developing procedures.

Policy(ies) and ARs Impacted by these Revisions

GCBDA/GDBDA – Family Medical Leave *, Highly Recommended, *Version 1 or 2*
GCBDA/GDBDA-AR(1) – Family Leave *, Highly Recommended, *Version 1 or 2*
GCBDF/GDBDF – Paid Family Medical Leave Insurance *, Highly Recommended, *Version 1 (Version 2 has no changes and is not included in this update)*
GCBDF/GDBDF-AR – Paid Family Medical Leave Insurance (PMFLI), Highly Recommended

PERS RETIREMENT

Summary

The only change resulting from passing House Bill 2296 (2023) extends the sunset for the 2019 law revision to the end of 2034. This summary has been provided just to inform about this change.

Collective Bargaining Impact

Review collective bargaining agreements for any provisions relating to employee retirement.

Local District Responsibility

There are no changes to policy language resulting from revisions created by House Bill 2296.

Update to legal references only.

Policy(ies) and ARs Impacted by these Revisions

GCPC/GDPC – Retirement of Staff *, Optional

HEALTH SERVICES PLAN

Summary

The State Board of Education adopted revisions to Oregon Administrative Rule (OAR) 581-022-2220 on health services. The changes result in a requirement to develop “a written prevention-oriented health services plan for all students” (OAR 581-022-2220 (1)). The plan requirements include a variety of topics, including but not limited to, plan for health care space, communicable disease prevention, communication strategies, health screenings, services for all students, and hearing, vision and dental screenings.

An analysis of these rule changes is still occurring and are expected to affect several policy recommendations which may include recommendations to rescind unnecessary policies.

Review the entire rule here: [OAR 581-022-2220](#) and reach out to the Oregon Department of Education with additional questions regarding plan requirements and deadlines. ODE provided this recent [news release](#).

No new or updated OSBA sample policies or administrative regulations released in this update.

PUBLIC CHARTER SCHOOLS

Summary

Some changes to law governing attendance at virtual public charter schools have become effective with passing of [House Bill 3204](#) (2023). Districts may still deny enrollment if more than three percent of students residing in the district are attending a virtual public charter school not sponsored by the district. However, there are several permanent changes, two of which include a requirement to complete the percentage calculation at least twice each year and a decision by a district to not give approval requires notice to be issued by the district within 10 calendar days of receiving notice from the parent of intent to enroll their student. Such notice must now include information about the calculations which supports denial, in addition to the existing requirements to provide information about the right to appeal to the State Board and other online options available to the student (read Oregon Revised Statute (ORS) 338.125 as amended by HB 3204).

Additionally, a student is now not required to gain approval from the district where the student now resides, if the student enrolled in a virtual public charter school while living in another school district, and has maintained continuous enrollment in that school since moving into the district where the student currently resides (HB 3204).

A second bill, Senate Bill 767 (2023), created new law added to Chapter 338 governing the operation of a nonvirtual public charter school by a public charter school in a nonsponsoring school district and revised ORS 332.158. The bill does exempt schools in operation prior to the effective date of the new law, if other requirements outlined in the new provisions are met. Read the [bill](#) (SB 767) to gain further understanding of the requirements.

Both of these new bills are effective now.

Collective Bargaining Impact

None

Local District Responsibility

If the district previously adopted policy LBEA – Resident Student Denial for Virtual Public Charter School Attendance**, and wishes to continue the practice established by policy, update policy language and submit to the board for readoption. The language in LBEA was previously part of recommended language in policy LBE - Public Charter Schools** until creation of LBEA. The district should review their version of LBE and if adopted prior to 2021, consider an update to LBE as well. In policy LBE, review the recommended changes and readopt this highly recommended language.

Policy(ies) and ARs Impacted by these Revisions

LBE – Public Charter Schools**, Highly Recommended

LBEA – Resident Student Denial for Virtual Public Charter School Attendance**,
Conditionally Required

ABOUT *POLICY UPDATE*

Policy Update is a subscription newsletter providing a brief discussion of current policy issues of concern to Oregon school districts, education service districts, community colleges, and public charter schools.

Sample model policies reflecting these issues and changes in state and federal law, if applicable, are part of this newsletter. These samples are offered as a starting point for drafting local policy and may be modified to meet particular local needs. They do not replace district legal counsel advice.

To make the best use of *Policy Update*, we suggest you discuss the various issues it presents and use the sample model policies to determine which policies your district should develop or revise, get ideas for what a policy should contain, and as a starting point for editing, modifying and discussing your district's policy position.

If you have questions about *Policy Update*, sample policies or policy in general, call OSBA Policy Services, 800-578-6722 or 503-588-2800.

TRY OUR ONLINE POLICY DEMO

OSBA's online policy service has a demo site for districts interested in a public online policy manual. This service saves time, resources and reams of paper. With one centrally located policy manual updated electronically, you have instant access to current district policies.

Go to policy.osba.org and select "Policy Online Demo." The online manual includes a subscription to *Policy Update* and policy manual maintenance service to help keep policies current.

OSBA offers several options. Contact Policy Services to determine the best option for you, 800-578-6722 or 503-588-2800.

Lebanon Community Schools

Code: **BD/BDA**
Adopted: 6/16/09
Readopted: 2/4/10
Orig. Code(s): BD/BDA

Board Meetings/Regular Board Meetings

The Board has the authority to act only when a quorum is present at a duly called regular, special or emergency meeting. "Meeting" means the convening¹ of a quorum of the Board as the district's governing body to make a decision² or to deliberate³ toward a decision on any matter. ~~pertaining to district business. The Board has the authority to act only when a quorum is present at a duly called regular or special Board meeting. Communications between and among a quorum of members convening on electronically linked personal computers or by telephone conference call are subject to the Public Meeting Law.~~ This includes meeting for the purpose of gathering information to serve as a basis for a subsequent decision or recommendation by the Board, i.e. a work session. "Meeting" does not include any on-site inspection of any project or program the attendance of members of the Board at any national, regional or state association to which the Board or its members belong.

The affirmative vote of the majority of members of the Board is required to transact any business.

Regular Meetings

All regular, ~~and~~ special, and emergency meetings of the Board will be open to the public except as provided by law. Access to and the ability to attend all meetings (excluding executive sessions) by telephone, video or other electronic or virtual means will be made available when reasonably possible. All meetings will be conducted in compliance with state and federal statutes. For information how to give or submit public comment it is outlined in the Board policy BDDH – Public Comment at Board Meetings and/or posted on the district's website.

All Board meetings, including Board retreats and work sessions, will be held within the boundaries, except as allowed by law⁴. The Board may attend training sessions outside of the district boundaries but cannot deliberate or discuss district business. No meeting will be held at any place where discrimination on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, age or national origin is practiced.

The Board will give public notice reasonably calculated to give actual notice to interested persons, including the news media which have requested notice, of the time and place for all Board meetings and of the principal subjects to be considered. The Board may consider additional subjects at a meeting, even if they are not included in the notice.

¹ "Convening" means: (a) Gathering in a physical location; (b) Using electronic, video or telephonic technology to be able to communicate contemporaneously among participants; (c) Using serial electronic written communications among participants; or (d) Using an intermediary to communicate among participants.

² "Decision" means any determination, action, vote or final disposition upon a motion, proposal, resolution, order, ordinance or measure on which a vote of a governing body is required, at any meeting at which a quorum is present.

³ "deliberation" means discussion or communication that is part of a decision-making process.

⁴ ORS 192.630(4). Meetings of the governing body of a public body shall be held within the geographic boundaries over which the public body has jurisdiction, or at the administrative headquarters of the public body or at the other nearest practical location. Training sessions may be held outside of the jurisdiction of no deliberations toward a decision are involved.

If requested to do so at least 48 hours before a meeting held in public, the Board shall ~~make a good faith effort to provide an interpreter for hearing impaired persons. If the meeting is being held upon less than 48 hours' notice and a request for an interpreter is made, the Board shall make a reasonable effort to have an interpreter present. Such~~ ~~Other~~ appropriate auxiliary aids and services will be provided upon request and appropriate advance notice. ~~Communications with all qualified individuals with disabilities shall be as effective as communications with others.~~

If requested to do so at least 72 hours before a meeting held in public, the Board will make reasonable effort to provide translation services.

All meetings held in public shall comply with the Oregon Indoor Clean Air Act.

The possession of dangerous or deadly weapons and firearms, as defined in law and Board policy, is prohibited on district property.

~~The first regular meeting after July 1, and not later than July 31 in odd numbered years, will be an organizational meeting to elect Board officers for the coming year and to establish the year's schedule of Board meetings.~~

~~The meeting schedule will be established at the organizational meeting in July but may be changed by the Board with proper notice. The purpose of each monthly meeting will be to conduct the regular Board business. The Board chairman will conduct the meeting, or in his/her absence, the vice chairman will conduct the meeting. If both are absent, the person with the longest period of service on the Board will conduct the meeting.~~

1. Regular, Special and Emergency Meetings

Generally, a regular Board meeting will be held each month. The regular meeting schedule will be established at the annual organizational meeting and may be changed by the Board with proper notice. The purpose of each regular monthly meeting will be to conduct the regular Board business.

No later than the next regular meeting following July 1, the Board will hold the annual organizational meeting to elect Board officers for the coming year and to establish the year's schedule of Board meetings. In Board election years (odd numbered years), the first meeting will be held no later than July 31.

Special meetings can be convened by the Board chair, upon request of three Board members, or by common consent of the Board at any time to discuss any topic. A special meeting may be scheduled if less than a quorum is present at a meeting, additional business still needs to be conducted at the ending time of a meeting, conducting business prior to the next regular meeting would be advantageous to the district or other reasons. At least 24 hours' notice must be provided to all Board members, the news media, which have requested notice, and the general public for any special meeting.

Emergency meetings can be called by the Board in the case of an actual emergency upon appropriate notice under the circumstances. The minutes of the emergency meeting must describe the emergency. Only topics necessitated by the emergency may be discussed or acted upon at the emergency meeting.

Electronic Communication

~~E-mail to, by, and among Board members, in their capacity as Board members, shall not be used for the purpose of discussing district business. E-mail among Board members shall be limited to:~~

- ~~1. Disseminating information; and~~
- ~~2. Messages not involving deliberation, debate, or decision-making.~~

~~E-mail may contain:~~

- ~~1. Agenda item suggestions;~~
- ~~2. Reminders regarding meeting times, dates, and places;~~
- ~~3. Board meeting agendas or information concerning agenda items;~~
- ~~4. One-way information from Board members or superintendent to each Board member (e.g., an article on student achievement or to share a report on district progress on goals);~~

2. Communications Outside of Board Meetings

Communications, to, by and among a quorum of Board members outside of a legally called Board meeting, in their capacity as Board members, shall not be used for the purpose of discussing district business. This includes electronic, video or telephonic communications, serial electronic communications among participants and using an intermediary to communicate among participants. Such communications among Board members shall be limited to messages not involving deliberation, debate, decision-making or gathering of information on which to deliberate.

Communications outside of a Board meeting may contain:

- a. Communications to, between or among members of a governing body that are:
 - (1) Purely factual or educational in nature and that convey no deliberation or decision on any matter that might reasonably come before the Board (including agendas and information concerning agenda items);
 - (2) Not related to any matter that, at any time, could reasonably be foreseen to come before the Board for deliberation and decision; or
 - (3) No substantive in nature, such as communication relating to scheduling, leaves of absence and other similar matters; or
- b. Individual responses to questions posed by community members, subject to other limitations in Board policy.

E-mails sent to Board members will have the following notice:

*Important: Please do not reply or forward this **e-mail communication** if this communication constitutes a decision or deliberation toward a decision between and among a quorum of a*

governing body which could be considered a public meeting. ~~E-mails~~ Electronic communications on district business are governed by public records law.

3. Private or Social Meetings

Private or social meetings of a quorum of the Board for the purpose of making a decision, ~~or to deliberate deliberating~~ toward a decision on any matter ~~are prohibited by public meeting law. or participating in discussions of official district business are prohibited by the Public Meetings Law.~~

4. Work Sessions

The Board may use regular or special meetings for the purpose of conducting work sessions to provide its members with opportunities for planning and thoughtful discussion. Work sessions will be conducted in accordance with state law on public meetings, including notice and minutes. Generally, Boards do not take official action during work sessions, although there is no legal prohibition to do so.

5. Executive Sessions

Executive sessions may be held as an agenda item during regular, special or emergency meetings for a reason permitted by law. See Board policy BDC - Executive Sessions.

Complaints regarding public meetings laws can be filed with the Board in accordance with Board Policy KL – Public Complaints. The Board will respond and provide a copy of the complaint and response to the Oregon Government Ethics Commission within 21 days in accordance with state law.⁵

Mandatory Training

Every member of the Board shall attend or view a training on public meetings law prepared or approved by the Oregon Government Ethics Commission (OGE) at least once during the Board member's term of office and shall verify attendance in accordance with OGE procedures.

Adjourned Meetings

~~A Board meeting may be adjourned to another time if a quorum is not present or if additional business needs to be conducted at the regular time of adjournment. The time, date and place of the adjourned meeting will be specified and appropriate notice given.~~

~~All meetings held in public shall comply with the Oregon Indoor Clean Air Act and the smoking provisions contained in the Public Meetings Law.~~

END OF POLICY

Legal Reference(s):

[ORS Chapter 192](#)
~~[ORS Chapter 193](#)~~

[ORS 255.335](#)

[ORS 332.0450 - 332.44061](#)
[ORS 433.835 - 433.875](#)

⁵ See House Bill 2805 (2023) Section 5(2) for requirements of the response.

~~38 OR. ATTY. GEN. OP. 1995 (1978)~~

~~41 OR. ATTY. GEN. OP. 28 (1980)~~

~~Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).~~

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2018); 29 C.F.R. Part 1630 (2020); 28 C.F.R. Part 35 (2020).

Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2018).

OR. ATTY. GEN. Public Records and Meetings Manual.

House Bill 2805 (2023).

Cross Reference(s):

ACA - Americans with Disabilities Act

BDB - Special and Emergency Board Meetings

BDC - Executive Sessions

Executive Sessions

The Board may meet in executive session to discuss subjects allowed by statute but may not take final action except for the expulsion of a student and matters pertaining to or examination of the confidential records of the student.

An executive session may be included as an agenda item of an existing meeting or held as its own meeting. Proper notice is required.

~~An executive session may be convened by order of the Board chair, upon request of three Board members or by common consent of the Board for a purpose authorized under Oregon Revised Statute (ORS) 192.660 during a regular, special or emergency meeting. If open session is held prior to the executive session The chair (presiding officer) will announce the executive session by identifying the authorization under Oregon Revised Statute (ORS) 192.660 or ORS 332.061 for holding such session and by noting the subject of the executive session.~~

The Board may hold an executive session:

1. To consider the employment of a public officer, employee, staff member or individual agent¹. (ORS 192.660(2)(a))
2. To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer², employee, staff member or individual agent who does not request an open hearing. (ORS 192.660(2)(b))
3. To conduct deliberations with persons designated by the governing body to carry on labor negotiations. (ORS 192.660(2)(d))
4. To conduct deliberations with persons designated by the governing body to negotiate real property transactions. (ORS 192.660(2)(e))
5. To consider information or records that are exempt by law from public inspection. (ORS 192.660(2)(f))

¹ This provision does not apply to the filling of a vacancy in elective office or on any public committee, commission or other advisory group; or for the consideration of general employment policies. Prior to holding an executive session under ORS 192.660(2)(a), the Board must ensure

- a. The vacancy has been advertised;
- b. Regular hiring procedures have been adopted;
- c. If hiring an officer, the public has had the opportunity to comment on the employment of the officer; and

If hiring a chief executive officer, the Board has adopted hiring standards, criteria and policy directives in meetings open to the public in which the public has had the opportunity to comment on the standards, criteria and policy directives.

² To determine whether the individual involved is considered a public officer, consult with legal counsel.

6. To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. (ORS 192.660(2)(h))
7. To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing. (ORS 192.660(2)(i))
8. To consider matters relating to school safety or a plan that responds to safety threats made toward a school. (ORS 192.660(2)(k))
9. To consider matters relating to the safety of the governing body and pf public body staff and volunteers and the security of public body facilities and meeting spaces. (ORS 192.660(2)(o))
10. To consider matters relating to cyber security infrastructure and responses to cyber security threats, (ORS 192.660(2)(p))
11. To review the expulsion of a minor student from a public elementary or secondary school. (ORS 332.061(1)(a))
12. To ~~review discuss~~ matters pertaining to or examination of the confidential records of a student. (ORS 332.061(1)(b))

Members of the press may attend executive sessions except those matters pertaining to:

1. Deliberations with persons designated by the Board to carry on labor negotiations;
2. Hearings on the expulsion of a minor student ~~and matters pertaining to~~ or examination of the confidential records of a student; and
3. Current litigation or litigation likely to be filed if the member of the news media is a party to the litigation or is an employee, agent or contractor of a news media organization that is a party to the litigations.

If an executive session is held pursuant to ORS 332.061, the following shall not be made public: the name of the minor student; the issue, including the student's confidential records; the discussion; and each Board member's vote on the issue.

Minutes shall be kept for all executive sessions.

Content discussed in executive sessions is confidential ~~except as provided by law. Board members and the media are instructed not to disclose information obtained in executive session except when specifically authorized to do so or as required by law.~~

END OF POLICY

Legal Reference(s):

[ORS 192.660](#)
[ORS 332.045](#)

[ORS 332.061](#)

~~House Bill 2514 (2019)~~

OR. ATTY. GEN. Public Records and Meetings Manual.

Oregon Government Ethics Commission, [Staff Advisory Opinion No. 22-106S](#)

[House Bill 2806](#) (2023)

Lebanon Community Schools

Code: **GCBDA/GDBDA**
Adopted: 8/21/00
Readopted: 9/16/10, 7/12/17
Orig. Code(s): GCBDA/GDBDA

Family Medical Leave

When applicable, the district will comply with the provisions of the Family and Medical Leave Act (FMLA) of 1993, the Oregon Family Leave Act (OFLA) of 1995, the Military Family Leave Act as part of the National Defense Authorization Acts of 2008 and for Fiscal Year 2010 (which expanded certain leave to military families and veterans for specific circumstances), the Oregon Military Family Leave Act (OMFLA) of 2009, other applicable provisions of Board policies and collective bargaining agreements regarding family medical leave.

FMLA applies to districts with 50 or more employees within 75 miles of the employee's work site, based on employment during each working day during any of the 20 or more work weeks in the calendar year in which the leave is to be taken, or in the calendar year preceding the year in which the leave is to be taken. The 50 employee test does not apply to educational institutions for determining employee eligibility.

OFLA and OMFLA applies to districts that employ 25 or more part-time or full-time employees in Oregon, based on employment during each working day during any of the 20 or more work weeks in the calendar year in which the leave is to be taken, or in the calendar year immediately preceding the year in which the leave is to be taken.

In order for an employee to be eligible for the benefits under FMLA, he/she must have been employed by the district for at least 12 months and have worked at least 1250 hours during the past 12-month period.

In order for an employee to be eligible for the benefits under OFLA, he/she must work an average of 25 hours per week and have been employed at least 180 calendar days prior to the first day of the family medical leave of absence. For parental leave purposes, an employee becomes eligible upon completing at least 180 days immediately preceding the date on which the parental leave begins. There is no minimum average number of hours worked per week when determining employee eligibility for parental leave.

OMFLA applies to employees who work an average of at least 20 hours per week; there is no minimum number of days worked when determining an employee's eligibility for OMFLA.

Federal and state leave entitlements generally run concurrently.

The superintendent or designee will develop administrative regulations as necessary for the implementation of the provisions of both federal and state law.

END OF POLICY

Legal Reference(s):

[ORS 332.507](#)
[ORS 342.545](#)

[ORS 659A.090](#)
[ORS 659A.093](#)

[ORS 659A.096](#)
[ORS 659A.099](#)

Family Medical Leave - GCBDA/GDBDA

1-2

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).
Family and Medical Leave Act of 1993, 29 U.S.C. §§ 2601-2654 (2006); Family and Medical Leave Act of 1993, 29 C.F.R. Part 825 (2008).

National Defense Authorization Act of 2008, Public Law 110-181, § 585(a).

National Defense Authorization Act for Fiscal Year 2010, Public Law 111-84, § 565.

Americans with Disabilities Act Amendments Act of 2008.

National Defense Authorization Act for Fiscal Year 2010, Public Law 111-84, § 565.

Escriba v. Foster Poultry Farms, Inc. 743 F.3d 1236 (9th Cir. 2014).

R4/13/17 | RS

DELETED

OSBA Model Sample Policy

Code:
Adopted:

GCBDA/GDBDA

Family Medical Leave *

(Version 1)

{Highly recommended policy. The law does not require districts to have a board-adopted policy, but the district is required to follow the law. Having policy and an administrative regulation in place can assist with compliance. Policy is intended for districts with 50 or more employees as counted in accordance with ORS 659A.153. If the district has between 25 and 50 employees, the district should use version 2 of GCBDA/GDBDA – Family Medical Leave *. If the district does not have 25 employees, the district should not adopt this policy.}

When applicable, the district will comply with the provisions of the Family and Medical Leave Act (FMLA){¹}, the Oregon Family Leave Act (OFLA){²}, the Oregon Military Family Leave Act (OMFLA), Paid Family Medical Leave Insurance (PFMLI) and other applicable provisions of state and federal law, Board policies and collective bargaining agreements regarding family medical leave.

In order for an employee to be eligible for the benefits under FMLA, the employee must have been employed by the district for at least 12 months, have worked at least 1,250 hours during the past 12-month period and worked at a worksite that employs 50 district employees within 75 miles of the worksite.

Generally, in order for an employee to be eligible for the benefits under OFLA, the employee must work an average of 25 hours or more per week during the 180 calendar days immediately prior to the first day of the start of the requested leave. For parental leave purposes, an employee becomes eligible upon completing at least 180 calendar days immediately preceding the date on which the parental leave begins: there is no minimum average number of hours worked per week. Special requirements apply during public health emergencies.

OMFLA applies to employees who work an average of at least 20 hours per week; there is no minimum number of days worked when determining an employee's eligibility for OMFLA.

PMFLI is generally available to district employees who have earned \$1,000 in subject wages or taxable income during the alternate or base years³, contributed to the PMFLI fund in the alternate or base years and are otherwise eligible.⁴

Federal and state leave entitlements generally run concurrently.

{¹ Generally, FMLA applies only to entities with 50 or more employees, however, FMLA applies to all public elementary and secondary educational institutions. See 29 CFR 825.600(b). The rule regarding individual employee eligibility does apply: an employee is only eligible if the employee "is employed at a worksite where 50 or more employees are employed by the employer within 75 miles of that worksite." See 29 CFR 825.110(a)(3). Consequently, FMLA applies to districts with fewer than 50 employees, but individual employees will not be eligible to receive benefits.}

{² OFLA applies to employers with 25 or more employees in Oregon (ORS 659A.153) and OMFLA applies to all public-sector employers in Oregon. (ORS 659A.090(2)) (Oregon BOLI Leave Laws – 2023 Edition)}

³ The wages are not required to have been earned for work in the district.

⁴ See OAR 471-070-1010 for additional information.

The superintendent [or designee] will develop administrative regulations as necessary for the implementation of the provisions of both federal and state law.

END OF POLICY

Legal Reference(s):

[ORS 332.507](#)

[ORS 659A.090](#)

[ORS 659A.093](#)

[ORS 659A.096](#)

[ORS 659A.099](#)

[ORS 659A.150 - 659A.186](#)

[ORS 659B.010](#)

[OAR 839-009-0200 - 0320](#)

Americans with Disabilities Act, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2017); 28 C.F.R. Part 35 (2017).

Family and Medical Leave Act, 29 U.S.C. §§ 2601-2654; 5 U.S.C. §§ 6381-6387 (2012); Family and Medical Leave Act, 29 C.F.R. Part 825 (2017).

Americans with Disabilities Act, 42 U.S.C. §§ 12101-12133 (2018); 29 C.F.R. Part 1630 (2019); 28 C.F.R. Part 35 (2019).

Escriba v. Foster Poultry Farms, Inc. 743 F.3d 1236 (9th Cir. 2014).

Senate Bill 999 (2023).

Lebanon Community Schools

Code: **LBE**

Adopted: 11/6/06

Readopted: 1/20/11, 6/21/12, 12/18/14,
10/12/17, 8/8/19, 3/11/21

Orig. Code(s): LBE

Public Charter Schools**

Public charter schools may be established as a new public school or a virtual public school, from one or more existing public schools in the district or a portion of the school, or from an existing alternative education program. A public charter school may not convert an existing tuition-based private school into a charter school, affiliate itself with a nonpublic sectarian school or religious institution, or encompass all the schools in the district unless the district is composed of only one school.

Public charter schools shall demonstrate a commitment to the mission and diversity of public education while adhering to the following goals:

1. Increase student learning and achievement;
2. Increase choices of learning opportunities for students;
3. Better meet individual student academic needs and interests;
4. Build stronger working relationships among educators, parents and other community members;
5. Encourage the use of different and innovative learning methods;
6. Provide opportunities in small learning environments for flexibility and innovation;
7. Create new professional opportunities for teachers;
8. Establish additional forms of accountability for schools; and
9. Create innovative measurement tools.

An applicant must submit a complete public charter school proposal that meets the requirements of Oregon law, and includes other information required by the district in the application process. **The public charter school will be located and operated within the sponsoring district except where authorized by law.**

The public charter school employer will be determined with each proposal. If the district is the employer, the terms of the current collective bargaining agreement will be examined to determine which parts of the agreement apply. If the district is not the sponsor of the public charter school, the district shall not be the employer and will not collectively bargain with public charter school employees.

The district will determine if it has any vacant or unused buildings and make a list of such buildings; buildings may be made available for public charter school use, subject to Board approval and Board policy.

Public charter school students in grades K-8 may participate in their resident district's activities that are offered before or after regular school hours. Public charter school students in grades 9-12 may participate in their resident district's available activities that are sanctioned by the Oregon School Activities Association (OSAA) when the requirements found in Oregon law are met.

The district will not provide instructional materials, lesson plans, or curriculum guides for use in a public charter school.

The superintendent will develop administrative regulations to include, but not limited to, the proposal process, review and appeal procedures, and program evaluation, renewal, and termination.

END OF POLICY

Legal Reference(s):

[ORS 327.077](#)
[ORS 327.109](#)
[ORS 332.107](#)
[ORS 338](#)

[ORS 339.141](#)
[ORS 339.147](#)
[ORS 339.450](#)
[ORS 339.460](#)

[OAR 581-026-0005 to -0710](#)

Every Student Succeeds Act, 20 U.S.C. §§ 6311-6322 (2018).

Resident Student Denial for Virtual Public Charter School Attendance**

The district is not required to approve a transfer of a resident student, when more than three percent of the students residing in the district are attending a virtual public charter school not sponsored by the district. The district will semiannually calculate the percentage of ~~the number of~~ students residing in the district, who are ~~enrolled in attending~~ a virtual public charter school not sponsored by the district. When the established percentage is more than three percent, the district will not approve additional students' enrollment to ~~such a virtual public charter school, subject to the requirements in Oregon Administrative Rule (OAR) 581-026-0305(2).~~

~~The district may send a notice of approval or disapproval to a parent¹ of a student who has sent a notice to the district of intent to enroll the student in a virtual public charter school not sponsored by the district (See OAR 581-026-0305(3)). A parent must give notice to the district of intent to enroll their student in a virtual public charter school not sponsored by the district, before enrolling their student in such a school and notice of actual enrollment. The district may respond with an approval or disapproval to a parent within eight business days² of receipt of the notice from the parent.~~

If the district is not approving the enrollment, the district must respond with a decision to not give approval within 10 calendar days of receipt of the notice of intent from the parent. Such decision must include:

1. The percentage of students in the district that attend virtual public charter schools that are not sponsored by the district, based on recent calculations;
2. The right to appeal the decision to the State Board of Education;
3. A list of two or more other online options available to the student; and
4. A copy of OAR 581-026-0305 and OAR 581-026-0310.

The district is only required to use data that is reasonably available to the district, including but not limited to the following for such calculation:

1. The number of students residing in the district enrolled in the schools within the district;

¹ ~~“Parent” means parent, legal guardian or person in “parental relationship” as defined in Oregon Revised Statute (ORS) 339.133.~~

² ~~If a parent does not receive a notice of approval or disapproval from the district within 14 days of sending the notice of intent to enroll to the district, the student shall be deemed approved for enrollment by the district.~~

2. The number of students residing in the district enrolled in public charter schools located in the district;
3. The number of students residing in the district enrolled in virtual public charter schools;
4. The number of home-schooled students who reside in the district and who have registered with the educational service district; and
5. The number of students who reside in the district enrolled in private schools located within the school district.

A parent may appeal a decision of a district to not approve a student enrollment to a virtual public charter school to the State Board of Education under OAR 581-026-0310.

If the student was enrolled in a virtual public charter school while living in another district and has maintained continuous enrollment in such school since moving into, and residing in this district, approval is not required.

END OF POLICY

Legal Reference(s):

[ORS 332.2107](#)
[ORS 338.125](#)
[OAR 581-026-0305](#)
[OAR 581-026-0310](#)
[House Bill 3024 \(2023\)](#).

Expenditure of District Funds for Meals, Refreshments and Gifts

The district recognizes there may be occasions when it is appropriate for Board members, administrators and others to expend district funds in the course of conducting district business to provide meals or refreshments (bakery goods, snacks, fruit, punch, coffee, tea, soft drinks, etc.). The purchase of gifts may also be approved, in certain situations. Such occasions may include, but are not limited to, various district and building level meetings, gatherings to celebrate district successes or recognize individual achievements, contributions or outstanding service to the district and other district and school-sponsored activities. Such expenditures may be made with prior superintendent approval only, subject to the provisions of this administrative regulation.

The use of district funds, as used in this regulation, means the use of money in any of the general accounts of the district. This includes the General Fund, Food Service Fund and others. It also includes money in student body accounts held at each school that are derived from any student activity or from parent organizations. Exceptions are funds collected from staff members or others for the specific purpose of providing gifts or parties. It is also recognized that buildings may have established a “social fund” or “sunshine fund” to which each staff member may voluntarily contribute. Such funds are generally used for birthday recognition, bereavement and illness acknowledgment activities, etc. These funds are also exempt from the following requirements. **These funds are to be kept separate and discrete from any district funds, and will not be included in any district accounting.**

Meals and Refreshments

District funds may be used to pay for individual or group meals only if official district business is being conducted during the time in which the meal is provided and only if the meal provides a particularly practical time or setting for the discussion, consistent with Board policy and the following:

1. Meals may be provided by the district to recognize the contributions of staff, through retirement dinners or other recognition events;
2. Meals may be provided by the district as a part of Board or administrative work sessions, at district or building-level committee meetings or other district-approved activities.

Meals not directly business related may be provided to staff or others at the individual’s expense only.

Board members, principals and other district administrative staff may use district funds to provide refreshments for staff, parents or others at meetings, in-service programs or other similar district or school-sponsored activities, not to exceed \$25 per participant and subject to the following additional requirements:

3. The purchase of alcoholic beverages with district funds is strictly prohibited;
4. The use of district funds for parties is prohibited.

Gifts

There are numerous occasions that may arise whereby Board members, administrators or other district staff may feel the need to recognize ~~employees staff or students~~, i.e., Secretaries' Day, classified employees' week, birthday, etc. A Board member, administrator or other district employee may provide such recognition at his/her expense only, unless as otherwise permitted below:

5. The district may provide a small token of appreciation for a Board member's or employee's retirement and years of service and other related activities utilizing district funds, as approved in advance. For example, the Board generally proclaims special recognition for classified employees' week and teacher appreciation week;
6. Administrators may use district funds to provide an appropriate token of appreciation on behalf of the Board. The value of this item may not exceed \$~~25~~ 50 per ~~person~~ staff or student in a fiscal year;
7. No other expenditure of district funds for gifts is permitted without prior authorization from the Board, ~~or~~ superintendent, or chief operations officer.
8. The gift of any form of cash, or cash equivalent as defined by the Internal Revenue Service, including gift cards, is prohibited.

Lebanon Community Schools

Code: **DLBA**
Adopted: 6/15/98
Readopted: 5/6/10
Orig. Code(s): DLBA

Advance Salary Payments

The Board recognizes the need to provide advance salary payments to employees from time to time. All such requests shall be subject to superintendent or designee approval. Payment will not exceed the amount of net salary earned at the time of the request **with a maximum of \$300**. If approved, the amount of the advance will be reduced by any associated additional processing costs. Requests for advance salary payments will be limited to no more than ~~two~~ **once** per employee per fiscal year.

No advances will be made **during the month of September or** during the week prior to the scheduled payday.

Advances made to regular employees will be deducted from the employee's next available paycheck.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)
[ORS 652.140](#)

Admission of Nonresident Students

~~Annually By January 15 of each year~~, the principals will establish an approximate number of nonresident students their respective buildings can accommodate for the following school year. ~~Applications will be accepted during the windows posted on the district website.~~

Nonresident students may only be admitted with tuition, with the exception of students who become “resident pupils” by one of the following methods:

1. By written consent of affected school boards (interdistrict transfer);
2. A foreign exchange student attending a district school on a J-1 Visa; or
3. A court placement.

The amount of tuition will be established by July 1 of each year. Each admitted tuition paying student will be charged the same amount of tuition.

The district is not required to provide transportation outside the boundaries of the district. The student will be allowed to use existing bus routes and transportation services of the district. Transportation will be provided if required by federal law.

Minimum Standards of Behavior and Attendance

Interdistrict transfers may be revoked by the administrator for reasons such as erratic attendance, excessive tardiness, inappropriate behavior, or other unsatisfactory performance.

Consent for Admission of a Nonresident Student by Interdistrict Transfer

1. The application for admission must go through the superintendent’s office.
2. ~~Requests to transfer will be considered on a space-available basis.~~
3. Admission must be approved by the superintendent.
4. Students receiving consent for admission may remain in the district for the school year until graduation¹. The student will not need to seek permission more than once from the same district of origin, to transfer to this district.
5. ~~Students who apply and are not accepted at the time of application, may re-apply at the next open application window.~~

¹ The receiving district determines the length of time granted for a student of an interdistrict transfer by mutual agreement. The length of time determined by the receiving district must be applied the same for all students receiving consent by mutual agreement.

6. Students whose legal residence changes to a different school district during the school year may apply for nonresident interdistrict transfer outside of the provided windows.

Consent for Admission of a Tuition-Paying Student

1. The application for admission must go through the superintendent's office.
2. Admission and annual renewal must be approved by the superintendent.
3. Admission of students paying tuition will result in a tuition agreement between the parties and will be filed with the business office for billing and payment control.
4. The business manager shall prepare semester bills for all tuition paying students, and any student whose tuition remains unpaid 15 days after presentation of bills shall be excluded; the superintendent may grant additional time for payment should circumstances warrant it.
5. Students receiving consent may remain in the district for the school year.

Agenda Item 6

Consent Agenda

B. Policy Updates – Second Reading

Lebanon Community Schools

Code: **BBB**
Adopted: 3/2/09
Readopted: 2/4/10, 4/18/13, 12/5/13
Orig. Code(s): BBB

Board Elections

Number of Directors

The Board will consist of five members elected from zones and will be known as the district school board. The term of office shall be four years.

Designation of Zones

Zones of approximate equal population shall be designated for Board member representation. Voter precincts in close proximity shall be combined to constitute the Board zones. Zones will be reevaluated for approximately equal population following receipt of updated census data.

Board zones shall be composed as follows:

Board Position No. 1 shall be composed of Linn County voter precinct(s) # 35, Portion of # 41, Portion of ~~#50~~, #51, #66 and Portion of ~~#104~~ #72;

Board Position No. 2 shall be composed of Linn County voter precinct(s) #21, ~~#3~~, Portion of #22, #23, #45 #68, #71, Portion of ~~#51~~ ~~50 and~~ ~~#86~~;

Board Position No. 3 shall be composed of Linn County voter precinct(s) Portion of #36, Portion of #41, #70, ~~Portion of~~ #74, #78 and #79;

Board Position No. 4 shall be composed of Linn County voter precinct(s) ~~Portion of~~ #3, #37, #38 and #39;

Board Position No. 5 shall be composed of Linn County voter precinct(s) ~~#6~~, Portion of #36, Portion of ~~#50~~, #57, ~~Portion of~~ #74, ~~and #84~~ ~~#88 and~~ ~~#108~~.

Designation of Board Positions

Board members' positions and their respective successors in office will be designated by numbers as Position No. 1, No. 2, No. 3, No. 4 and No. 5. In all proceedings for the nomination or election of candidates for or to the office of Board member, every petition for nomination, declaration of candidacy, certificate of nomination, ballot or other document used in connection with the nomination or election will state the position number to which the candidate aspires.

Individuals may seek more than one elected position such as school board and education service district board. However re-elections for Board positions will occur as follows:

Board Elections - BBB

1-2

Position No. 1: Spring 2011, and every four years thereafter;
Position No. 2: Spring 2009, and every four years thereafter;
Position No. 3: Spring 2009, and every four years thereafter;
Position No. 4: Spring 2011, and every four years thereafter;
Position No. 5: Spring 2009, and every four years thereafter.

END OF POLICY

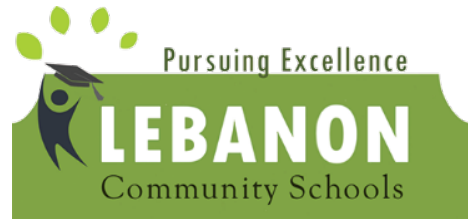
Legal Reference(s):

[ORS 249.013](#)
~~[ORS 255.075](#)~~
[ORS 255.235](#)
[ORS 255.245](#)
~~[ORS 255.335](#)~~
[ORS 332.011](#)
[ORS 332.018](#)
[ORS 332.118 - 332.138](#)
~~[ORS 335.505](#)~~

Agenda Item 7

C. Finance
Financial Reports

BOARD MEMORANDUM



To: The Honorable Chair and Members
Lebanon Community School District Board of Directors

From: Steven Prososki, Business Director

Date: October 12, 2023 **Meeting Date:** October 12, 2023

Re: Financial Report and Fiscal Updates

Financial Report

The 2023-2024 Financial Board Report included in this packet reflects all revenues and expenditures for 2019-2023 and the budgeted YTD expenditures, plus encumbered amounts for 2023-2024 as of 10/05/23.

	19/20 Actual	20-21 Budget	21-22 Budget	22-23 Budget	23-24 Budget	10-05-23 YTD	10-05-23 Balance
General Fund - Revenue							
SSF Formula	42,038,081	43,560,057	44,440,549	45,499,998	49,402,642	11,687,898	37,714,744
SSF Adjustment		-				-	-
State Fiscal Stabilization Fund	-	-				-	-
Federal Ed Jobs	-	-				-	-
School Year SubAccount	-	-				-	-
Loan Receipts	-	-				-	-
Interest	320,317	250,000	150,000	250,000	500,000	93,689	406,311
Third Party Billing	-	-	-	-	-	-	-
TMR	212,376	210,000	210,000	210,000	210,000	-	210,000
JROTC	77,982	65,000	65,000	65,000	65,000	8,663	56,337
Other	325,816	387,500	368,266	580,500	335,500	16,643	318,857
Interfund Transfer	850,000	-				-	-
BFB	2,126,603	3,784,307	5,065,000	5,180,500	5,400,000	6,134,889	(734,889)
Total	45,951,175	48,256,864	50,298,816	51,785,998	55,913,142	17,941,783	37,971,359
=====	=====	=====	=====	=====	=====	=====	=====
General Fund - Expenses							
Salaries	21,896,193	21,680,883	22,526,487	23,036,272	23,247,263	21,459,860	1,787,403
Benefits	14,481,355	15,086,873	14,597,973	15,115,726	15,553,189	13,585,761	1,967,428
P. Services	5,349,577	5,299,827	5,686,551	5,877,223	6,073,148	3,177,417	2,895,731
Supplies	1,569,846	1,530,133	1,606,583	1,882,175	2,063,656	562,833	1,500,823
Capital Outlay	54,500	90,000	100,000	70,000	40,000	8,000	32,000
Other Objects	441,468	469,147	501,776	520,603	773,943	511,366	262,577
Transfers	1,185,000	2,100,000	2,279,446	2,284,000	2,184,000	-	2,184,000
Contingency	1,750,000	2,000,000	3,000,000	3,000,000	5,977,944	-	5,977,944
Total	46,727,940	48,256,864	50,298,816	51,785,998	55,913,142	39,305,237	16,607,905
=====	=====	=====	=====	=====	=====	=====	=====

2023-24 General Fund Revenue Report

		19/20 Actual	20-21 Budget	21-22 Budget	22-23 Budget	23-24 Budget	10-05-23 YTD	10-05-23 Balance
	SSF Formula							
1111,	Taxes	10,509,179	10,938,094	11,873,719	12,150,243	12,721,240	23,262	12,697,978
4801,4899	Federal Forest Fees	157,804	130,000	125,000	120,000	115,000	-	115,000
3103	Common School	196,120	400,000	444,819	445,000	450,000	-	450,000
2101	County School	209,250	200,000	195,000	50,000	25,000	-	25,000
3104	State Timber	23,587	100,000	100,000	130,000	140,000	-	140,000
3101/3199	School Support Fund	30,942,140	31,791,963	31,702,011	32,604,755	35,951,402	11,664,636	24,286,766
	Adjustments to SSF Payments							-
	Adj for Prior Year payments							-
	Adj for HC Disability Grant	-	-		-		-	-
	Total SSF Formula	42,038,081	43,560,057	44,440,549	45,499,998	49,402,642	11,687,898	37,714,744
1510	Interest on Investments	320,317	250,000	150,000	250,000	500,000	93,689	406,311
4200	Third Party billing	-	-	-	-	-	-	-
2210	TMR	212,376	210,000	210,000	210,000	210,000	-	210,000
4300	JROTC reimbursement	77,982	65,000	65,000	65,000	65,000	8,663	56,337
	Other							-
1741	Outdoor School	-	-	-	-	-	-	-
1910	Rental Fees	1,582	7,500	5,000	-	1,000	270	730
1980	Fees Charged to Grants	14,915	50,000	108,266	110,000	110,000	-	110,000
1312, 1960, 1990,								
5300	Miscellaneous	304,781	250,000	255,000	470,500	152,000	8,780	143,220
1760	Club Fundraising	-	-	-	-	-	-	-
1411, 1993	Transportation Fees	4,538	-	-	-	72,500	7,593	64,907
1994	E-Rate reimbursement	-	80,000	-	-	-	-	-
5200	Interfund Transfer - Athletics	850,000	-	-	-	-	-	-
5400	Beginning Fund Balance	2,126,603	3,784,307	5,065,000	5,180,500	5,400,000	6,134,889	(734,889)
	Total	45,951,175	48,256,864	50,298,816	51,785,998	55,913,142	17,941,783	37,971,359
		=====	=====	=====	=====	=====	=====	=====

2023-24 General Fund Expenditure Report

Description	19/20 Budget	20/21 Budget	21/22 Budget	22/23 Budget	23/24 Budget	10-05-23 YTD	10-05-23 Encumb	10-05-23 Balance
Certified salaries	12,665,056	12,540,564	12,871,079	13,169,912	13,134,095	274,863	11,600,874	1,258,358
Classified salaries	6,227,931	6,008,791	6,250,523	6,233,686	6,041,456	799,431	5,078,459	163,566
Administrative salaries	1,873,807	1,863,955	2,059,820	2,151,593	2,327,571	555,882	1,697,700	73,989
Managerial - classified	154,577	289,051	299,689	511,189	557,806	150,257	452,272	(44,723)
Retirement stipends	91,904	133,413	120,000	0	0	0	0	0
Confidential salaries	162,808	284,898	343,800	485,197	465,767	116,809	350,425	(1,467)
Certified subs	2,000	0	14,294	0	0	0	0	0
Classified subs	1,500	23,975	0	0	0	0	0	0
Temp certified	82,264	45,425	0	625	0	5,400	48,600	(54,000)
Temp classified	8,000	21,658	481	11,086	14,300	17,626	0	(3,326)
Student helpers salaries	21,000	16,654	5,748	9,173	15,098	3,137	0	11,961
Overtime	0	91,513	57,127	38,449	53,074	20,382	0	32,692
Compensation time	52,300	44,207	71,883	8,946	18,597	3,516	0	15,081
Extra duty	279,579	128,295	230,761	83,537	216,434	60,671	0	155,763
Classified extra hrs	208,000	0	0	0	0	0	0	0
Vacation Payoff	29,817	24,292	28,240	43,273	25,244	0	0	25,244
Mentor teacher pay	0	0	0	822	0	0	0	0
Department Head Extra Duty	6,000	30,000	0	0	0	0	0	0
Taxable Meal Reimbursement	0	809	2,000	396	1,158	149	0	1,009
Cell Phone Stipend	0	1,080	1,080	450	450	113	338	(1)
Travel Stipend	0	11,400	0	30,500	25,950	8,162	24,488	(6,700)
Club/Coach Stipends	29,650	120,904	169,964	257,438	350,265	39,624	150,682	159,959
Total Salaries	21,896,193	21,680,883	22,526,487	23,036,272	23,247,263	2,056,022	19,403,838	1,787,403
PERS	7,398,130	7,286,664	6,797,646	6,994,709	7,309,631	630,787	5,815,447	863,397
Social Security	1,655,388	1,642,024	1,627,475	1,759,624	1,768,022	154,161	1,413,930	199,931
Worker's Comp	293,025	275,747	189,328	196,035	216,535	13,588	79,026	123,921
OR Paid Leave	0	0	0	0	92,132	4,021	73,702	14,409
Employee Ins - Admin	215,642	275,263	283,669	325,403	344,633	88,142	264,171	(7,680)
Employee Ins - Certified	2,449,421	2,756,998	2,840,563	3,029,490	2,897,802	51,761	2,591,907	254,134
Employee Ins - Classified	2,327,520	2,596,579	2,598,694	2,651,363	2,766,210	278,279	1,990,167	497,764
Employee Ins - Other	33,429	65,298	92,498	110,502	101,226	26,342	78,937	(4,053)
Employee Ins - Retired	83,600	52,700	120,000	0	0	1,393	0	(1,393)
TSA	25,200	45,600	45,600	48,600	57,000	7,500	22,500	27,000
Staff Tuition Reimbursement	0	90,000	2,500	0	0	0	0	0
Total Benefits	14,481,355	15,086,873	14,597,973	15,115,726	15,553,189	1,255,974	12,329,787	1,967,428

0

2023-24 General Fund Expenditure Report

Description	19/20 Budget	20/21 Budget	21/22 Budget	22/23 Budget	23/24 Budget	10-05-23 YTD	10-05-23 Encumb	10-05-23 Balance
Instructional Services	103,800	76,375	66,000	161,000	181,500	0	0	181,500
Instr Prog Improve Service	53,000	67,750	87,750	56,200	26,817	0	0	26,817
Data Processing SVCS	0	0	3,000	5,000	7,500	0	0	7,500
Professional and Improvement Cc	0	0	15,000	5,000	5,000	0	0	5,000
Other Instr-Prof-Tech SVCS	20,000	10,000	11,500	16,000	16,000	0	0	16,000
Repairs & Maintenance	190,300	227,612	258,500	286,050	331,850	199,894	8,728	123,228
Radio Service	11,100	11,100	15,000	4,500	17,500	5,763	0	11,737
Rentals	129,400	88,286	86,300	89,105	112,801	17,221	44,778	50,802
Electricity	502,620	465,700	451,500	450,500	415,000	74,045	348,398	(7,443)
Fuel	223,135	217,800	208,100	233,000	290,000	14,991	70,342	204,667
Water & Sewer	153,520	142,500	146,700	134,000	150,000	65,585	0	84,415
Garbage	102,400	87,000	106,500	104,500	110,000	21,567	101,081	(12,648)
Other Property Services	20,000	0	0	0	15,000	0	0	15,000
Reimb. Student Transportation	10,200	29,900	34,500	9,000	0	0	111	(111)
Reimb. Student Transportation				150,390	167,158		0	167,158
Travel	158,263	150,513	153,011	168,395	78,660	7,964	268	70,428
Travel - Student - Out of Dist.	5,300	4,500	3,500	0	0	0	0	0
Meals/Transportation	200	350	350	0	0	0	0	0
Staff Tuition	47,000	2,000	72,000	72,500	22,500	1,833	2,629	18,038
Telephone	73,165	65,100	52,300	73,250	63,825	12,325	33,037	18,463
Postage	26,074	28,900	32,117	31,500	27,050	4,050	19,497	3,503
Advertising	4,300	2,650	3,500	5,500	3,500	10	0	3,490
Printing & Binding	29,400	30,950	31,700	44,500	26,850	15	0	26,835
Charter School Payments	2,195,000	2,300,000	2,400,000	2,540,000	2,655,000	864,727	1,166,805	623,468
Tuition Pay Private School	5,000	0	0	0	0	0	0	0
Other Tuition	92,500	90,000	115,000	95,600	10,000	0	0	10,000
Audit Services	30,000	39,000	36,000	45,000	45,000	0	0	45,000
Legal Services	35,000	35,000	35,000	30,000	75,000	12,529	0	62,471
Negotiation Services	10,000	5,000	1,000	1,000	0	0	0	0
Data Processing SVCS	89,600	65,000	57,500	57,000	56,000	9,375	0	46,625
Election Services	5,000	5,000	18,000	5,000	0	0	0	0
Other Non_instr Pro/Tech	363,700	351,450	402,650	379,154	513,457	38,665	24,216	450,576
Physical Exams - Drivers	4,400	5,750	5,500	8,000	8,500	1,555	213	6,732
Drug Tests Drivers	3,000	2,250	3,000	2,500	1,500	273	0	1,227
Child Care Services	15,000	0	0	0	0	0	0	0
Sub calling service	15,000	12,000	7,500	7,500	500	0	0	500
Classified subs	194,000	228,600	251,500	191,831	140,331	4,622	0	135,709
Criminal History checks	3,200	3,500	3,500	500	3,000	0	0	3,000
Fingerprinting	1,000	2,500	1,000	1,000	3,000	244	61	2,695
Licensed Subs	425,000	445,791	510,573	413,248	493,349	0	0	493,349
Total P. Services	5,349,577	5,299,827	5,686,551	5,877,223	6,073,148	1,357,253	1,820,164	2,895,731

2023-24 General Fund Expenditure Report

Description	19/20 Budget	20/21 Budget	21/22 Budget	22/23 Budget	23/24 Budget	10-05-23 YTD	10-05-23 Encumb	10-05-23 Balance
Gas Oil & Lubricants	190,500	189,100	192,000	248,000	239,000	12,594	36,422	189,984
Supplies & Materials	648,024	651,837	698,023	996,751	1,011,442	132,065.00	49,974.00	829,403
Vehicle repair parts	52,800	50,500	50,500	61,500	76,500	7,982.00	0.00	68,518
Transportation operations	15,000	25,000	25,000	25,000	25,000	5,613	311	19,076
Textbooks	28,033	9,933	5,433	21,500	107,550	25,487	1,807	80,256
Library Books	15,694	8,200	11,700	12,750	11,625	1,598	0	10,027
Periodicals	6,000	10,800	12,100	12,150	16,250	12,038	0	4,212
Equipment under 5K	178,842	146,100	125,550	72,800	73,500	3,223	2,370	67,907
Computer software	264,360	257,398	323,918	339,174	406,914	222,746	47,859	136,309
Computer hardware	170,593	181,265	162,359	92,550	95,875	744	0	95,131
Total Supplies & Materials	1,569,846	1,530,133	1,606,583	1,882,175	2,063,656	424,090	138,743	1,500,823
Buildings Acquisition	0	0	25,000	25,000	0	0	0	0
Equipment	54,500	25,000	45,000	0	0	0	0	0
New Equipment over 5K	0	45,000	10,000	22,500	20,000	0	0	20,000
Replace of Equip over 5K	0	20,000	20,000	22,500	20,000	8,000	0	12,000
Total Capital Outlay	54,500	90,000	100,000	70,000	40,000	8,000	0	32,000
Regular Interest	500	0	0	0	0	0.00	0.00	0
Dues & Fees	175,180	159,726	148,076	122,303	117,843	51,612.00	1,921.00	64,310
Insurance & Judgments	265,588	306,221	350,000	395,000	463,000	457,733	0	5,267
Fidelity Bond Premiums	0	0	0	0	100	100	0	0
Judgments & Settlements	0	2,500	3,000	2,500	0	0	0	0
Taxes & Licenses	200	700	700	800	1,000	0	0	1,000
Grant Matching				0	192,000	0	0	192,000
Total Other Objects	441,468	469,147	501,776	520,603	773,943	509,445	1,921	262,577

2023-24 General Fund Expenditure Report

Description	19/20 Budget	20/21 Budget	21/22 Budget	22/23 Budget	23/24 Budget	10-05-23 YTD	10-05-23 Encumb	10-05-23 Balance
Transfer - Vocational House Fun	0	70,000	250,000	450,000	200,000	0	0	200,000
Transfer - Technology	0	80,000	100,000	100,000	100,000	0	0	100,000
Transfer - Classroom Furniture	0	10,000	35,000	35,000	60,000	0	0	60,000
Transfer - Textbook Adoption	400,000	200,000	350,000	550,000	350,000	0	0	350,000
Transfer - Capital Improvement		200,000	300,000	50,000	200,000	0	0	200,000
Transfer - Track and Turf Fund	10,000	0	0	0	0	0	0	0
Transfer - Athletic Fund	450,000	475,000	475,000	475,000	475,000	0	0	475,000
Transfer - Bus Replacement	150,000	225,000	225,000	225,000	225,000	0	0	225,000
Transfer - Unemploy Ins	25,000	250,000	0	0	0	0	0	0
PERS Reserve	0	450,000	300,000	154,000	154,000	0	0	154,000
Transfer - Food Service	100,000	120,000	224,446	225,000	200,000	0	0	200,000
Transfer - Music/Band Replaceme	0	20,000	20,000	20,000	20,000	0	0	20,000
Transfer - Debt Service	50,000	0	0	0	200,000	0	0	200,000
Transfer - Academic Achievemer	0	0	0	0	0	0	0	0
Total Transfers	1,185,000	2,100,000	2,279,446	2,284,000	2,184,000	0	0	2,184,000
Reserve/Contingency	1,750,000	2,000,000	3,000,000	3,000,000	5,977,944	0	0	5,977,944
Grand Total	46,727,940	48,256,864	50,298,816	51,785,998	55,913,142	5,610,784	33,694,453	16,607,905
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